

## **LAKEWOOD FOREST FUND, INC.**

### **MINUTES OF THE OPEN SESSION MEETING OF THE BOARD OF DIRECTORS OF LAKEWOOD FOREST FUND, INC. HELD ON MONDAY, AUGUST 2, 2021 AT 7:00 PM VIA ZOOM VIDEO CONFERENCE HOSTED BY BOARD OF TRUSTEES AT 21746 STATE HIGHWAY 249, HOUSTON, TX 77070**

#### **DIRECTORS PRESENT**

Bob Lewis, President  
Bobbi Munz, Secretary  
Scott Johnson, Treasurer  
Sandy Matto, Trustee  
Martin Cuellar, Trustee  
Christy Jones, Trustee

#### **DIRECTORS ABSENT**

Boe Bowen, Vice President

#### **IN ATTENDANCE**

Heidi Flores, General Manager, Lakewood Forest Fund, Inc.  
Lieutenant Daniel Garza, Harris County Constable Precinct 4  
(1) Resident(s)/guests present via ZOOM

#### **ESTABLISHMENT OF QUORUM, CALL TO ORDER AND ADOPTION OF AGENDA**

Due to the notice of the meeting having been given and a quorum being present, the open session meeting was called to order at 7:00 pm with B. Lewis presiding and H. Flores assisting in recording the Minutes.

#### **SECURITY REPORT**

Monthly Contract Stats from Harris County Constable, Precinct 4 were reviewed which included a total of 299 contract calls for the month of July 2021.

#### **COMMITTEE REPORTS**

##### Community Events/Outreach Report

Update given by S. Matto, chairperson, regarding July 4<sup>th</sup> event, Elvis event, Flag Retirement Box, and consideration for bingo and chili cook-off events.

#### **TREASURER'S REPORT**

Financial Overview: Financial information provided in board packet reflected the below figures.

Report Date: July 29, 2021

- Total Operating Fund: 738,524.80
- Total Reserve Fund: 397,249.13
- Total Community Projects Fund: 296,579.00
- Total Contingency Fund: 25,000.00
- YTD Income: 1,747,331.92
- YTD Operating Expenses: 1,116,495.83
- Collection Rate: 97.3% of annual assessment billed has been collected

#### **NEW/OLD BUSINESS**

- Review of listing of current open work orders as of July 29th
- Review of breakdown of costs in the amount of \$ 45,470.00 affiliated with addition of water meters & irrigation for (4) islands on N. Eldridge between Malcomson Road & Louetta Road; deferred to executive session as part of 2022 budget review
- Review of summary conclusion and recommendations of "Structural Integrity Assessments for Grant & Malcomson Perimeter Walls" prepared by SSP Engineering & Consulting
- Review of Hardscape estimate #8784 for replacement of Malcomson Road/Heatherwick Drive perimeter wall which will be used to assist in drafting 2022 budget; deferred as project will be bid out in the future
- Review of emergency AC replacement conducted at Fund/Constable office on July 28<sup>th</sup>, 2021; \$ 3,100.00 funded from reserves

### **Continued NEW/OLD BUSINESS**

- On a motion duly made by S. Johnson, seconded by S. Matto, through unanimous vote, the board approved replacing (6) fluorescent overhead lights with LED lights; cost estimated at \$2K to be funded from operating account

### **ADJOURNMENT OF OPEN MEETING SESSION**

Open meeting session adjourned at 7:29 pm.

### **SCHEDULING OF NEXT MEETING**

The next meeting of the Board of Directors will be held on Monday, September 13th via ZOOM video conference at 7:00 pm being hosted by Board of Trustees at Fund Office, 12415 Louetta Road, Cypress, TX 77429. Meeting ID: N490 416 5823 Passcode: 8Pk2mk

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### **RECAP OF EXECUTIVE SESSION**

- Approval to renew billing agreement with Lakewood Forest Civic Association for 2022 with same terms as 2021 to include administrative reimbursement in the amount of \$ 1,800.00
- Acceptance of the non-standard elements maintenance contract with Harris County for maintenance of (3) common area medians in Tomball pending final review by S. Rice, Law Firm of Rice and Rice
- Acceptance of the Innovative Cost Solutions, Inc., Waste Removal Cost Reduction Service Agreement pending final review by S. Rice, Law Firm of Rice and Rice
- Review of collection matters; 1 account approved for filing of collection lawsuit and all accounts owing more than \$ 723.00 approved for legal referral and lien filing
- Review of ACC and deed restriction matters; 1 account approved for filing of lawsuit and 3 accounts approved for legal referral due to outstanding compliance issues
- Review of 2022 budget draft to include prioritization of 2021-2022 reserve and community projects
- Approval of Encore Landscaping estimate #417 dated 04-21-2021 in the amount of \$ 17,500.00 for adding irrigation to (4) N. Eldridge medians and Faulkey Gully Municipal Utility District cost for tap and inspections fees totaling \$ 27,970.00; funded from community projects.
- Discussion held regarding recent purchase of Lakewood Residents Club share, 2021 legislative changes to Texas Property Code, and Zoom video conference meetings. Board opted to continue holding all meetings via Zoom video conference due to COVID, lack of participation from homeowners and for security measures.



Approved

09-13-2021

Date